

Step 1: Use this checklist to help you identify activities or areas of a facility that could pollute stormwater

Guidelines	Check Yes or No	Comments
1. OUTSIDE STORAGE OF GARBAGE AND SOLID RAW MATERIALS		
Garbage areas covered by a roof		
Dumpsters are kept free of litter and lids are closed and checked for leaks		
Garbage storage containers that are not covered by a roof are moved inside during rainfall		
Garbage areas swept frequently		
Garbage areas are on an elevated area and away from a storm drain		
During building and renovation work, contractors ensure appropriate measures are taken to prevent stormwater pollution (e.g. installing sediment fencing)		
2. STORAGE OF LIQUIDS AND HAZARDOUS MATERIALS AND WASTES		
Hazardous materials used on site minimized		
When choosing products for use, the most environmentally-friendly product is always used		
List hazardous wastes generated and stored outside		
Runoff from loading and unloading areas does not go to storm drain		
Containers for storage of liquids are kept well away from stormwater drains		
Containers for storage of liquids are kept in properly covered and in bermed areas		
Containers awaiting recycling or disposal are properly labelled with their contents		
Materials are handled carefully and kept orderly to prevent spills.		
All employees are trained on which substances can be disposed of to the sanitary sewer system		
All employees are trained to not dispose of hazardous substances into stormwater drains		
Offsite secure disposal used for hazardous wastes		
Spill prevention program in place		
Spill clean up kits are kept on site and maintained		

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3. ROOFTOPS		
Rooftop gutters and down spouts are checked for clogging		
Rooftop equipment such as generators and HVAC equipment are inspected for leaks		
4. PARKING LOTS		
Signs are posted to control litter		
Parking lots swept frequently		
Litter picked up regularly		
Minimize use of chemicals on ground surfaces (e.g. asphalt sealants)		
Vehicle maintenance and working with automobile fluid prohibited on parking lot		
Disposal of used oils does not go to storm sewer		
Employees are encouraged to fix the leaking of liquids from vehicles		
5. PROPERTY MAINTENANCE		
Surfaces are cleaned using a broom, vacuum or shovel (never hosed or power washed)		
Sweepings are properly disposed of away from stormwater drains		
Minimized use or eliminated use of ice melting substances: i. Salts ii. Antifreeze		
Plants in garden require low maintenance (i.e. local native plants)		
Lawn trimmings are not blown onto impervious surfaces where they could go to storm drain		
Gardens are mulched to reduce water use		
Minimized use or eliminated use of: i. pesticides and ii. fertilizers		
Animal waste picked up and disposed of regularly		
6. OTHER		
Monitor onsite stormwater catchment pond		

